

SLIP

29 January 1985

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials Date

1. DD/OIS

29 JAN 1985

2. D/OIS

29 JAN 1985

3.

4. C | IRMD) note on
route to DDA per

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached for your information is a memo and
attachments summarizing the results of our recent records
inventory. As you will see, there have been some changes
in various categories of holdings, but it is difficult to
draw any conclusions from this data. We will be making
some changes in the reporting procedures next year in an
effort to make this material more meaningful. The

STATYSIS, charts, etc., were prepared by [redacted] and
are well done.

STAT

*Very interesting
report - should
we at least send
to DDA for info*

OK
STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

D/IRMD

Phone No.

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AGENCY RECORDS CENTER ANNUAL REPORT

INSTRUCTIONS: This form (original only) is to be submitted within 60 days after the close of each fiscal year to the General Services Administration (NC), Washington, DC 20408, for each agency records center.

1 October 1983 - 30 September 1984

2. DEPARTMENT OR AGENCY

Agency Archives and Records Center

3. LOCATION OF RECORDS CENTER (Street, city, and State)

4. Volume of records on hand at the beginning of the fiscal year	CUBIC FEET 101,807	9. Average number of personnel employed by the center during the fiscal year	NUMBER 20
5. Volume of records accessioned during the fiscal year	CUBIC FEET 11,954	10. Average amount of space occupied by the center during the fiscal year	SQUARE FEET 43,188
6. Volume of records disposed of during the fiscal year	CUBIC FEET 4,368	11. Number of 4- and 5-drawer units of steel filing equipment utilized at the end of the fiscal year	NUMBER 6
7. Volume of records transferred from the center during the fiscal year	CUBIC FEET 2,779	12. Number of steel transfer cases (drawers) utilized at the end of the fiscal year	NUMBER 0
8. Volume of records on hand at the end of the fiscal year	CUBIC FEET 106,614	13. Total number of reference services provided during the fiscal year *	NUMBER 95,210

NAME OF PERSON WITH WHOM TO CONFER

TELEPHONE NO.

STAT

TITLE	Chief,
AT	Archives and Records Center

SIGNATURE

DATE _____

10 January 1985

NOTE: Nonrecord material is to be included in the volume

* Reference services comprise (1) each file item furnished on loan or for reproduction or for reference use in the center and (2) each occasion on which information is furnished from the records (orally or written). A file item may be a single document, a folder, a bound volume, etc., depending upon the physical manner in which the records are stored, removed and furnished to the inquirer. If the request is for one document or several documents filed separately, each document constitutes a file item. If the request is for certain folders, each folder constitutes an item, etc.

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29 January 1985

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Information Resources Management Division

SUBJECT: Annual Records Inventory for FY-84

1. The records inventory reports submitted by the four Directorates and the DCI Area show that the Agency, as a whole, reduced its records holdings in office space by 10,700 cu. ft. in FY-84. During this same period, records stored in the Agency Archives and Records Center (AARC) increased by 4,807 cu. ft., for a net decrease of 5,893 cu. ft. in Agency records holdings. The pie charts attached at Tab A illustrate the percentage of records holdings each Directorate and the DCI Area had in the office area and at AARC for FY-84 and FY-83. The graph under Tab B shows trends in Agency records held in the office area and at AARC for the past five years. The graph under Tab C shows trends in volume of records holdings held in office areas by the Agency, Directorates, and DCI Area for FY-77 through FY-84.

2. An analysis of the overall data submitted shows two categories of paper records where major reductions occurred: (1) odd-size material-minus 6,122 cu. ft. and (2) reference material-minus 10,510 cu. ft. Conversely, two types of files had substantial increases: (1) office files-plus 4,701 cu. ft. and (2) card size-plus 2,646 cu. ft. In the category of magnetic records; computer tapes decreased by 4,367 tapes, while audio tapes, video tapes, and disc packs increased by 7,447 tapes, 4,409 tapes and 360 disc packs, respectively. Two types of microform records also showed reductions; a minus 2,036 reels of 16mm film and a minus 693 linear feet of microfiche.

3. While there were differences in every category of record, some minute and others rather substantial, it is difficult to draw any conclusions from these figures. These changes could have resulted from a variety of reasons-the method used to measure, the conscientiousness or experience of the individual conducting the inventory, and the possibility that some material was inadvertently not measured either this year or last year. In an effort to standardize the way records are measured and to help avoid overlooking a collection of records, IRMD/IMB is looking at ways to improve the inventory form by highlighting changes in individual types of holdings.

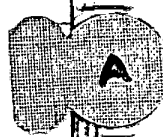
4. For a more in-depth look at the FY-84 records inventory, we have attached at **Tab-D** the individual Annual Reports of Records Holdings (Form 3581), and at **Tab-E** the spread sheets keyed to Form 3581 showing cubic footage held plus statistics for magnetic and microform records.

STAT



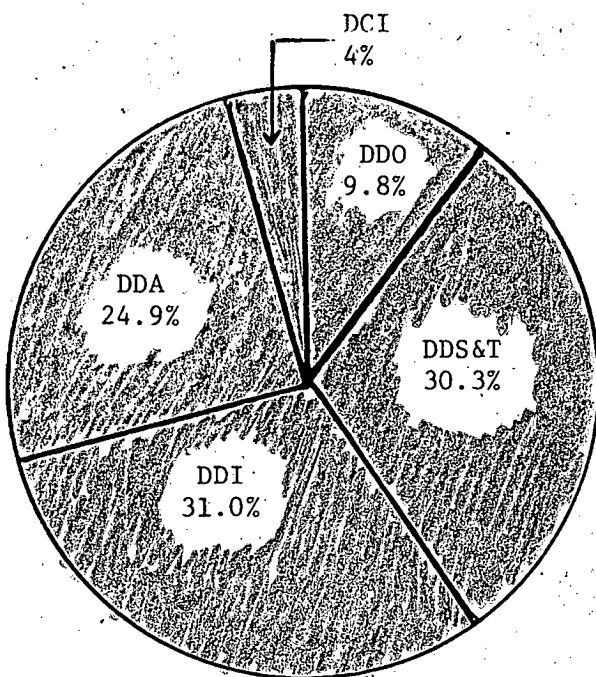
Attachments:

As stated

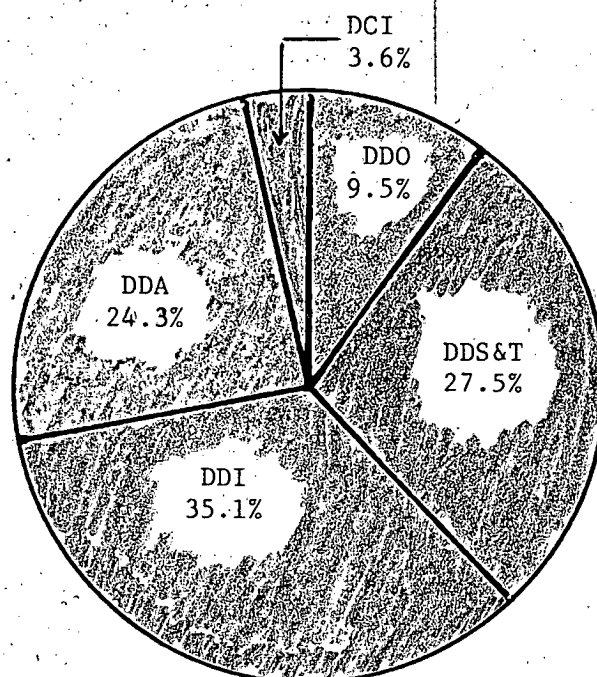


DISTRIBUTION OF AGENCY RECORDS HOLDINGS
BY DIRECTORATES and DCI Area
For FY-83 and FY-84

Held in Office Areas

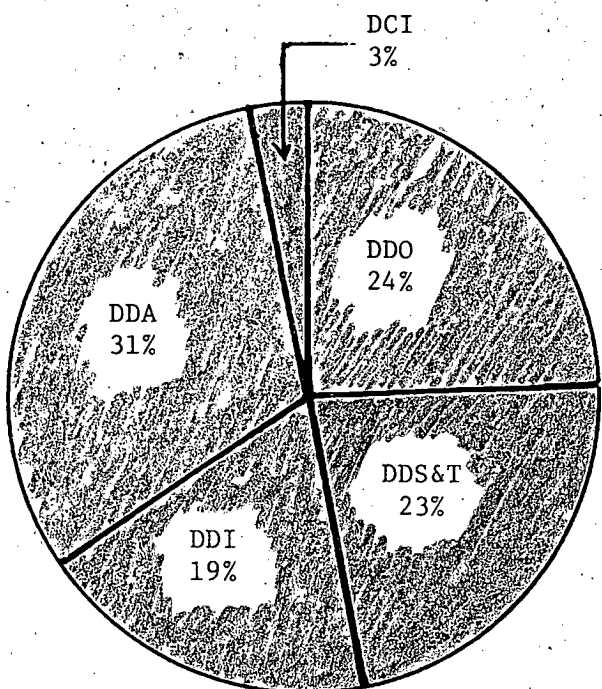


FY-84

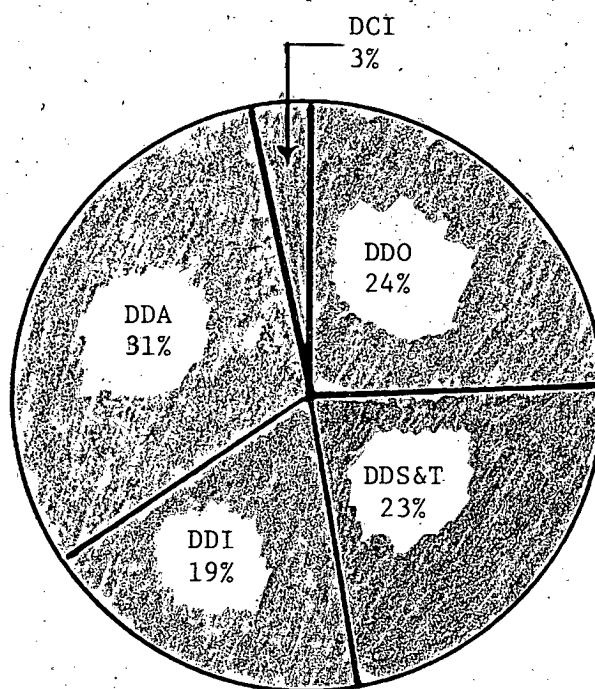


FY-83

Held in Agency Records Center



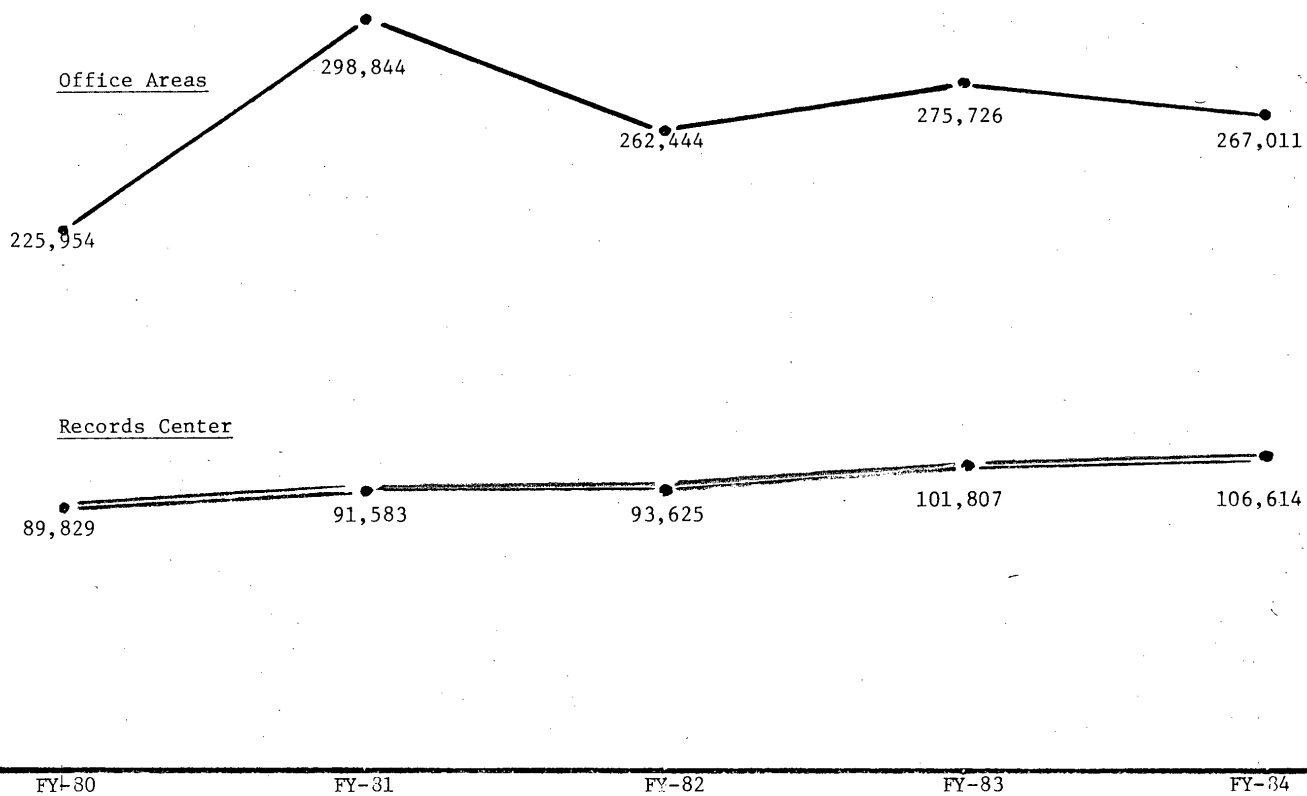
FY-84

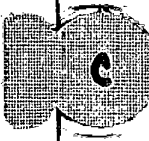


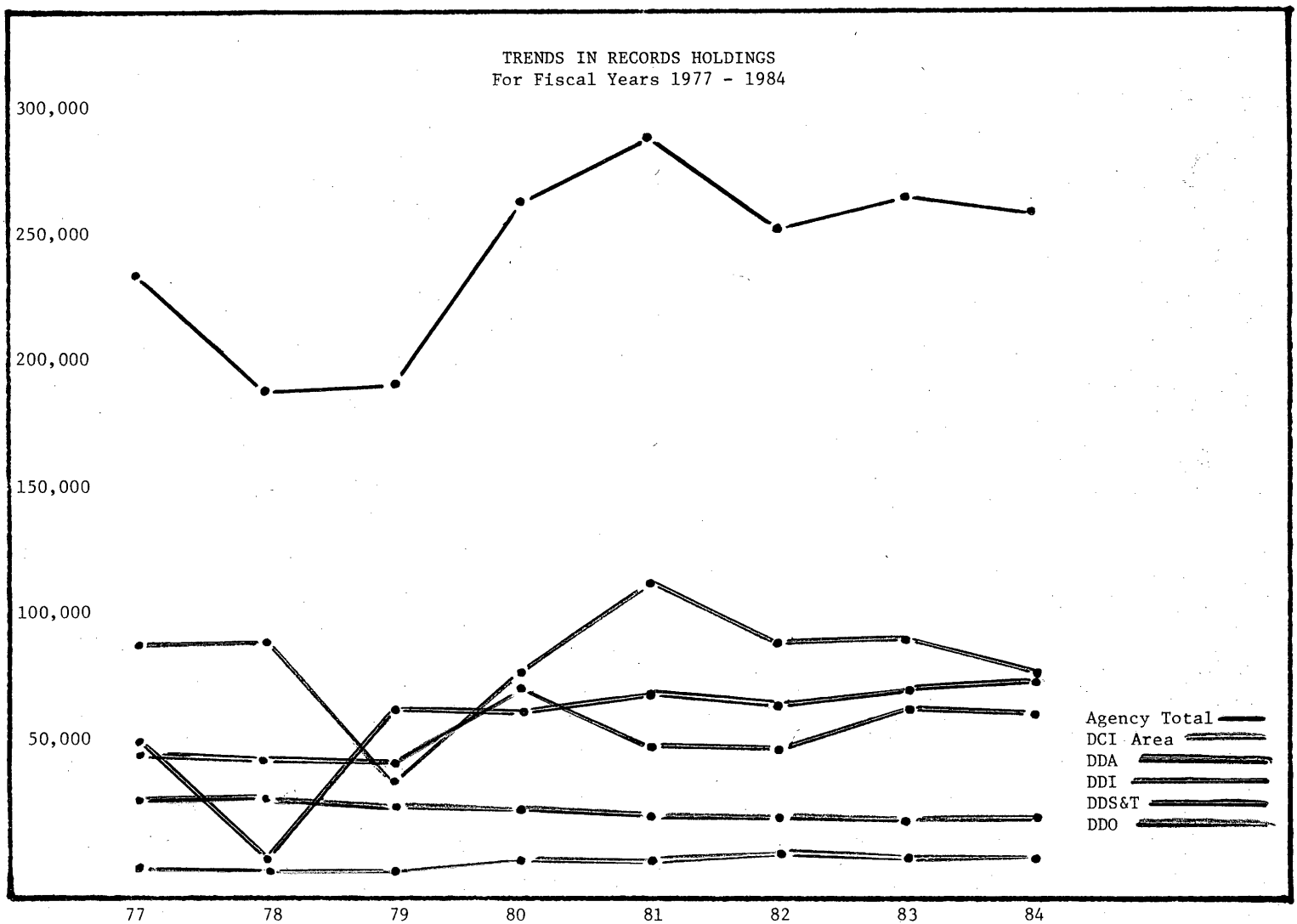
FY-83

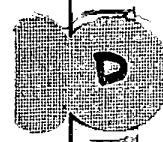


AGENCY RECORDS HOLDINGS
Office Area and Records Center
(Figures Represent Cubic Feet of Records)









ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:			FROM: (Directorate and Office)		
			Central Intelligence Agency		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 129,431		CUBIC FEET 129,431
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					8,362
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			26,400		26,400
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			80,587		80,587
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 101,090	////// ÷ 7 =	14,442
	Audio Tapes		37,877	////// ÷ 20 =	1,897
	Video Tapes		16,028	////// ÷ 7 =	2,287
	Disc Packs		1,663	////// ÷ 2 =	828
	Word Processing Magnetic Tapes		4,988	////// ÷ 72 =	72
	Word Processing Magnetic Cards		//////	57 ÷ 6 =	8
	Magnetic Diskettes 5 1/4"		//////	366 ÷ 5 =	74
	Magnetic Diskettes 8"		//////	1,575 ÷ 2 =	774
	Paper Tapes (on reels)		165	////// ÷ 72 =	2
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	425
		35,655	14,976	35mm ÷ 54 =	279
	Aperture Cards		//////	2,695 ÷ 6 =	450
	Microfiche		//////	4,329 ÷ 6 =	724
7. TOTAL VOLUME ON HAND (1 through 6)					267,011
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					277,711
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	- 10,700
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

STAT

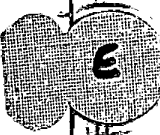
Nov. 1984

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/DDA			FROM: DDA/RMO (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 35,353
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					684
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					1,681
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					16,365
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 61,406	////// ÷ 7 =	8,772
	Audio Tapes		34,058	////// ÷ 20 =	1,704
	Video Tapes		6,933	////// ÷ 7 =	990
	Disc Packs		902	////// ÷ 2 =	451
	Word Processing Magnetic Tapes		4,608	////// ÷ 72 =	64
	Word Processing Magnetic Cards		//////	8 ÷ 6 =	1
	Magnetic Diskettes 5 1/4"		//////	100 ÷ 5 =	20
	Magnetic Diskettes 8"		//////	504 ÷ 2 =	218
	Paper Tapes (on reels)		//////	////// ÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 7,520	NUMBER (35mm) 1,984	16mm ÷ 84 =	89
				35mm ÷ 54 =	37
	Aperture Cards		//////	43 ÷ 6 =	7
	Microfiche		//////	545 ÷ 6 =	91
7. TOTAL VOLUME ON HAND (1 through 6)					66,516
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					67,432
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE - 916
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/DDA			FROM: (Directorate and Office) DDI/RMO		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 28,748
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					3,605
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					18,191
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					29,421
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 7,914	/// // ÷ 7 =	1,131
	Audio Tapes		522	/// // ÷ 20 =	27
	Video Tapes		4,049	/// // ÷ 7 =	578
	Disc Pocks		83	/// // ÷ 2 =	43
	Word Processing Magnetic Tapes		50	/// // ÷ 72 =	1
	Word Processing Magnetic Cards		/// //	÷ 6 =	
	Magnetic Diskettes 5 1/4"		/// //	68 ÷ 5 =	14
	Magnetic Diskettes 8"		/// //	330 ÷ 2 =	165
	Paper Tapes (on reels)			/// // ÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	109
		9,086	8,141	35mm ÷ 54 =	151
	Aperture Cards		/// //	2,142 ÷ 6 =	358
	Microfiche		/// //	1,628 ÷ 6 =	272
7. TOTAL VOLUME ON HAND (1 through 6)					82,814
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					97,568
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE -14,754
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/IRMD			FROM: DDS&T/RMO (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 35,432
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					3,535
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					6,040
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					29,980
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 31,207	////// ÷ 7 =	4,459
	Audio Tapes		859	////// ÷ 20 =	43
	Video Tapes		3,998	////// ÷ 7 =	570
	Disc Pocks		436	////// ÷ 2 =	213
	Word Processing Magnetic Tapes			////// ÷ 72 =	2
	Word Processing Magnetic Cards		//////	22 ÷ 6 =	2
	Magnetic Diskettes 5 1/4"		//////	46 ÷ 5 =	10
	Magnetic Diskettes 8"		//////	352 ÷ 2 =	176
	Paper Tapes (on reels)		65	////// ÷ 72 =	1
	6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =
9,037			3,296	35mm ÷ 54 =	62
Aperture Cards		//////	510 ÷ 6 =	85	
Microfiche		//////	1,148 ÷ 6 =	193	
7. TOTAL VOLUME ON HAND (1 through 6)					80,912
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					76,280
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE + 4,632
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/DDA			FROM: DDO/RMO (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 24,840
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					315
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					169
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 515	/// // ÷ 7 =	74
	Audio Tapes		2,010	/// // ÷ 20 =	101
	Video Tapes		932	/// // ÷ 7 =	133
	Disc Packs		216	/// // ÷ 2 =	108
	Word Processing Magnetic Tapes		258	/// // ÷ 72 =	4
	Word Processing Magnetic Cards		/// //	12 ÷ 6 =	2
	Magnetic Diskettes 5 1/4"		/// //	22 ÷ 5 =	4
	Magnetic Diskettes 8"		/// //	24 ÷ 2 =	12
	Paper Tapes (on reels)			/// // ÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 9,270	NUMBER (35mm) 1,555	16mm ÷ 84 =	110
				35mm ÷ 54 =	29
	Aperture Cards		/// //	÷ 6 =	
	Microfiche		/// //	919 ÷ 6 =	153
7. TOTAL VOLUME ON HAND (1 through 6)					26,053
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					26,326
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE - 272
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					



CIA
ANNUAL REPORT OF RECORDS HOLDINGS
For 1984
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.								6.				7.	8.	9.	
OPI OFFICE	Office.	Card-	Odd-	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	83/84
DCI	5,058	223	319	4,821	6	22	16	13	1	3	26	183	1	9		15		10,716	10,105	+611
DDA	35,353	684	1,681	16,365	8,772	1,704	990	451	64	1	20	218		89	37	7	91	66,516	67,432	-916
DDI	28,748	3,605	18,191	29,421	1,131	27	578	43	1		14	165		109	151	358	272	82,814	97,568	-14,754
DDS&T	35,432	3,535	6,040	29,980	4,459	43	570	213	2	2	10	176	1	108	62	85	193	80,912	76,280	+4,632
DDO	24,840	315	169		74	101	133	108	4	2	4	12		110	29		153	26,053	26,326	-273
1984 TOTAL	129,431	8,362	26,400	80,587	14,442	1,897	2,287	828	72	8	74	774	2	425	279	450	724	267,011	277,711	-10,700
1983 TOTAL	124,730	5,716	32,522	91,097	15,073	1,521	1,660	653	66	25	148	508		449	276	437	837	277,711		
Difference	+4,701	+2,646	-6,122	-10,510	-631	+376	+627	+175	+6	-15	-74	+266	+2	-24	+3	+13	-113	-10,700		

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CIA
ANNUAL REPORT OF RECORDS HOLDINGS
Statistics for Magnetic and Microform Records
For 1984

OPI OFFICE	5.									6.			
	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
	(	Number	)	(	Linear Feet	)	(	Number	)	(	Linear Feet	)	(
DCI	48	428	116	26	72	15	130	365	100	742			89
DDA	61,406	34,058	6,933	902	4,608	8	100	504		7,520	1,984	43	545
DDI	7,914	522	4,049	83	50		68	330		9,086	8,141	2,142	1,628
DDS&T	31,207	859	3,998	436		22	46	352	65	9,037	3,296	510	1,148
DDO	515	2,010	932	216	258	12	22	24		9,270	1,555		919
1984 TOTAL	101,090	37,877	16,028	1,663	4,988	57	366	1,575	165	35,655	14,976	2,695	4,329
1983 TOTAL	105,457	30,430	11,619	1,303	4,717	152	735	1,015	0	37,691	14,942	2,623	5,022
Difference	-4,367	+7,447	+4,409	+360	+271	-95	-369	+560	+165	-2,036	+34	+72	-693

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DCI
ANNUAL REPORT OF RECORDS HOLDINGS
For 1984
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.								6.				7.	8.	9.	
OPI OFFICE	Office Files	Card-Size	Odd-Size	Ref-Mater	Compt Tapes	Audio Tapes	Video Tapes	Disc Packs	WPMag Tapes	WPMag Cards	5*Mag Disks	8*Mag Disks	Paper Tapes	16mm Reels	35mm Reels	Apert Cards	Micro fiche	1984 Total	1983 Total	Differ 83/84
10 DCI/RMO	413	14	65	43								8		7			3	553	534	+19
NIC	681			271							2							954	940	+1476
76 PAO	381	3	227	108		19	2											740		
37 AS	193			50														243	217	+26
36 OGC	621	58		3,350					1	2	2						5	4,039	3,888	+151
07 OIG	159	4		49									10					222	240	-19
08 OLL	368	9		151														528	455	+73
09 COMPT	255	39												2				296	327	-31
04 ICS	1,778	47	16	741	5		13			1	2	14					2	2,619	2,297	+322
03 HISTORY	153	48		22		2		1				1						227	211	+16
1984 TOTAL	5,058	223	319	4,821	6	22	16	13	1	3	26	183	1	9			15	10,716	10,105	+611
1983 TOTAL	4,845	259	309	4,538		21	1	4		2	4	102		9			11	10,105		
Difference	213	-36	+10	+283	+6	+1	+15	+9	+1	+1	+22	+81	+1	0			+4	+611		

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DCI
ANNUAL REPORT OF RECORDS HOLDINGS
Statistics for Magnetic and Microform Records
For 1984

		5.									6.					
OPI	OFFICE	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro		
		Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche		
		(	Number			)	(	Linear Feet		)	(	Number		)	(Linear Feet	)
10	DCI/RMO									16		588			18	
	NIC							11								
76	PAO		380		14											
37	AS															
36	OGC					72	9	8							27	
07	OIG									19						
08	OLL															
09	COMPT											154				
04	ICS	38			92		6	11	29						12	
03	HISTORY		38			2				1						
1984 TOTAL		48	428	116	26	72	15	130	365	100	742				89	
1983 TOTAL			426	9	7		11	19	205		741				64	
Difference		+48	+2	+107	+19	+72	+4	+111	+160	+100	+1				+25	

STAT

DDA
ANNUAL REPORT OF RECORDS HOLDINGS
For 1984
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.										6.				7.	8.	9.
OPI OFFICE	Office	Card-	Odd-	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5*Mag	8*Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ	
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	83/84	
30 ODDA	297	3	11	163			17					1		1				493	400	+94	
33 OC	2,390		48	2,689	174	61	321	33				157			37	1	4	5,915	5,459	+456	
35 OL	2,930	125	235	1,113	14		56	4	3			10		1		6	10	4,507	4,724	-217	
63 ODP	2,189	6		3,389	8,533	6	84	355				1					1	14,564	15,741	-1,177	
38 OF	2,755	221	32	502			2	5			1			70			1	3,590	3,764	-174	
34 OIS	989	41		179										1			11	1,210	2,093	-883	
39 OMS	1,752	31	966	178	5	13	9										53	3,007	2,794	+213	
31 OS	15,024	51	88	976	34	1,045	94	37			17	33		1			3	17,403	17,189	+214	
11 OTE	2,989	134	296	6,731	10	578	396	7	61	1	2	14		1			7	11,227	11,473	-246	
32 OP	3,838	72	5	385	2	1	7	10				1		14			1	4,336	3,793	+543	
83 EEO	200			60			4											264	228	+36	
1984 TOTAL	35,353	684	1,681	16,365	8,772	1,704	990	451	64	1	20	218		89	37	7	91	66,516	67,432	-916	
1983 TOTAL	34,137	635	801	18,348	10,292	1,380	873	402	63	15	11	253		71	39	11	101	67,432			
Difference	+1,216	+49	+880	-1,983	-1,520	+324	+117	+49	+1	-14	+9	-35		+18	-2	-4	-10	-916			

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		5.									6.			
OPI	OFFICE	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro
		Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
		(Number)				(Linear Feet)				(Number)		(Linear Feet)		
30	ODDA			120					2		51			
33	OC	1,221	1,211	2,253	66				382			1,984	7	25
35	OL	98		392	8	216			20		84		36	60
63	ODP	59,728	118	587	710			1	2					7
38	OF			16	10			5	2		5,910			6
34	OIS			8			2				114			63
39	OMS	35	258	50										318
31	OS	240	20,891	657	74			85	66		81			18
11	OTE	70	11,560	2,772	14	4,392	6	9	28		80			42
32	OP	14	20	49	20				2		1,200			6
83	EEO			29										
1984 TOTAL		61,406	34,058	6,933	902	4,608	8	100	504		7,520	1,984	43	545
1983 TOTAL		72,053	27,605	6,075	800	4,551	92	56	505		5,712	2,126	66	607
Difference		-10,647	+6,453	+858	+102	+57	-84	+44	-1		+1,808	-142	-23	-62

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For 1984
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.										6.				7.	8.	9.
OPI OFFICE	Office Files	Card-Size	Odd-Size	Ref Mater	Compt Tapes	Audio Tapes	Video Tapes	Disc Packs	WPMag Tapes	WPMag Cards	5*Mag Disks	8*Mag Disks	Paper Tapes	16mm Reels	35mm Reels	Apert Cards	Micro	1984 Total	1983 Total	Differ 83/84	
29 ODDI	1,112	11		495	13			8			3							1,642	1,656	-14	
13 OGI	4,556	13	1,292	2,289	42		3	4	1			40			1		25	8,266	8,358	-92	
12 OCR	6,466	2,830	13,740	19,169	84	1	378	15			2	3		97	149	307	137	43,378	55,295	-11,917	
27 OIA	1,118	523	1,019	519	3		4	5			2	18		6		45	11	3,273	4,490	-1,217	
26 SOVA	5,110	10	20	1,910	1		1	3			2						16	7,073	7,895	-822	
16 OCPAS	980	29	775	1,518	27	26	183	8			3	2						3,551	2,947	+604	
64 OSWR	4,717	178	1,291	1,300	961		9							6	1	6	30	8,499	7,840	+659	
86 ALA	1,230	1	1	337							2						53	1,624	1,569	+55	
87 NESA	1,002		28	373								36						1,439	1,369	+70	
88 OEA	1,109	10	25	546														1,690	4,199	-2,509	
89 EURA	1,348			965								66						2,379	1,950	+429	
1984 TOTAL	28,748	3,605	18,191	29,421	1,131	27	578	43	1		14	165		109	151	358	272	82,814	97,568	-14,754	
1983 TOTAL	31,292	2,978	18,708	42,257	943		364	22		2	11	28		92	142	369	360	97,568			
Difference	-2,544	+627	-517	-12,836	+188	+27	+214	+21	+1	-2	+3	+137		+17	+9	-11	-88	-14,754			

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		5.								6.				
OPI	OFFICE	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro
		Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
		(Number)				(Linear Feet)				(Number)		(Linear Feet)		
29	ODDI	91			15			13						
13	OGI	293		21	7	50			80			59		149
12	OCR	585	12	2,648	29			10	6	8,128	8,055	1,839		821
27	OIA	21		28	10			10	36	499		267		68
26	SOVA	6		10	6			10						96
16	OCPAS	189	510	1,281	16			13	4	34				2
64	OSWR	6,729		61						425	27	36		177
86	ALA							12						315
87	NESA								72					
88	OEA													
89	EURA								132					
1984 TOTAL		7,914	522	4,049	83	50		68	330	9,086	8,141	2,142	1,628	
1983 TOTAL		6,542		2,439	42	29	11	55	56	7,709	7,673	2,212	2,159	
Difference		+1,372	+522	+1,610	+41	+21	-11	+13	+274	+1,377	+468	-70	-531	

DDS&T
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For 1984
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.								6.				7.	8.	9.		
OPI OFFICE	Office	Card-	Odd-	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5*Mag	8*Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ	
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	83/84	
60 O/DDS&T	382	3	10	166			2	2				1						566	426	+140	
61 OSO	3,860	15	93	955	446			36			1			11				3	5,420	4,712	+708
66 ORD	825	9	60	1,423	133	12	45	16		2	1	5						9	2,540	2,340	+200
65 OD&E/PL	4,827	9	101	1,288	1	5	14	24				2		2				1	6,273	6,330	-57
OD&E/FO	1,337	100	1,051	9,326	2,032	22	395	15			1	41	1	40		56		41	14,458	13,966	+492
19 NPIC	19,183	3,282	3,988	4,186	1,780	1	70	118			7	112		16	39	29		66	32,877	30,014	+2,863
56 OTS	3,692	50	553	1,923	67	3	9	6	2			15		19	1			65	6,401	6,296	+105
25 FBIS	1,326	67	184	10,713			35	2						20	22			8	12,377	12,196	+181
1984 TOTAL	35,432	3,535	6,040	29,980	4,459	43	570	213	2	2	10	176	1	108	62	85		193	80,912	76,280	+4,632
1983 TOTAL	31,305	1,413	12,586	25,954	3,768	16	337	150	1	4	118	113		139	62	58		256	76,280		
Difference	+5,855	+2,122	-6,546	+4,026	+691	+27	+233	+63	+1	-2	-108	+63	+1	-31	0	+27		-63	+4,632		

DDS&T
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		5.								6.				
OPI	OFFICE	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro
		Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
		(Number)				(Linear Feet)				(Number)		(Linear Feet)		
60	O/DDS&T			14	4				2					
61	OSO	3,120			72			4			895			18
66	ORD	924	246	317	32		12	5	10					52
65	OD&E/PL	7	100	100	48				4		181			2
	OD&E/FO	14,223	438	2,767	29			4	82	65	3,370		335	247
19	NPIC	12,461	24	491	235			33	224		1,328	2,091	175	395
56	OTS	472	51	64	12		10		30		1,613	40		389
25	FBIS			245	4						1,650	1,165		45
1984	TOTAL	31,207	859	3,998	436		22	46	352	65	9,037	3,296	510	1,148
1983	TOTAL	26,379	324	2,358	300	72	26	590	225	19	11,640	3,339	346	1,537
Difference		+4,828	+535	+1,640	+136	-72	-4	-544	+127	+46	-2,603	-43	+164	-389

DDO
ANNUAL REPORT OF RECORDS HOLDINGS
For 1984
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.								6.				7.	8.	9.		
OPI OFFICE	Office	Card-	Odd-	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5*Mag	8*Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ	
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	83/84	
DDO/RMO	24,840	315	169		74	101	133	108	4	2	4	12		110	29			153	26,053	26,326	-272
1984 TOTAL	24,840	315	169		74	101	133	108	4	2	4	12		110	29			153	26,054	26,326	-272
1983 TOTAL	25,162	414	118		69	104	84	76	1	2	4	12		139	33			109	26,326		
Difference	-322	-117	+51		+5	-3	+49	+32	+3	0	0	0		-29	-4			+44	-272		

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	5.									6.			
<u>OPI OFFICE</u>	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
	(	Number	)	(	Linear Feet	)	(	Number	)	(	Linear Feet	)	(

DDO/RMO													
1984 TOTAL	515	2,010	932	216	258	12	22	24		9,270	1,555		919
1983 TOTAL	484	2,080	589	151	64	13	19	24		11,669	1,805		654
Difference	+31	-70	+343	+65	+194	-1	+3	0		-2,399	-250		+265